

My Time Management Tips

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- Learn about time: understand and value it so that you can make better use of it. You can save time and you can't lose.
- Find out where you are wasting time – where you are satisfied not getting to what you want to do.
- Put it in perspective: What are trying to change? What are going to achieve?
- Have plan! Yes – just one of these simple calendars.
- Do the stuff you want to do. And do the stuff you need to do.



I know, this sounds boring. But let's be honest. This is what Time Management is all about. It is not about the systems. And it is definitely not about the tools we use.

Next is: Motivation, I guess...

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